Frequently asked Questions (FAQs)

How much time does a board spend reviewing my file?

(A) Depending on the size of the board (total population) and your zone of consideration, each board member typically spends one to five minutes per file. In and Above the zone files are generally reviewed for approximately two to three minutes. Below the Zone files are first reviewed during a screen vote for approximately one to two minutes. The board will then conduct a second vote of higher quality files that possess solid potential for BZ selection. During the second BZ vote, boards typically review each file for approximately two to three minutes.

What input does Branch have in the selection process?

(A) NONE. 30 days prior to the board's convene date assignment officers review the actual board files for two weeks to ensure accuracy. Once their review is complete, the DA Secretariat Board Recorders conduct a final check for completeness prior to voting. Officer management branches DO NOT provide OMLs of their "top" people to the board. Files are distributed to board members randomly.

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What OER / Administrative information is briefed to the board?

(A) DODI 1320.14 allows administrative information to be briefed to the board. The board receives an information briefing on the two types of OER's, the 67-8 and the 67-9. Part IV "Professionalism" block check is explained, how to identify small populations, small Senior Rater Profiles, and numerous examples of different types of Rater and Senior Rater comments.

What are the most important things to do prior to my next board?

(A) Ensure that your OMPF, photo and ORB are up to date.

Are there racial, ethnic or gender requirements?

(A) There are NO race, ethnic or gender requirements. Officers are promoted based on merit and branch/skill requirements. The military monitors the selection and promotion rates of all personnel.

Frequently asked Questions (FAQs)

Are letters to the Board President (LTBP) needed/recommended?

(A) Officers eligible for consideration may write to the board to provide documents and information calling attention to any matter concerning themselves that they consider important to their consideration. They are not required.

Prudence should be used when deciding whether or not to write a letter to the board president. If there is something in your file that you feel needs an explanation, write a letter that clarifies the issue. Keep it brief and to the point. Keep in mind that a letter will only draw attention to the issue you are explaining. Use your best judgment.

What OER's are masked if any? (A) For commissioned officers Year Groups (YGs) 1984 and earlier - no OER's are masked; YGs 1985 and 1986 - 2LT OER's are masked; and YG 1987 and later - all LT's OER's are masked. Warrant officer WO1 OERs are masked upon their promotion to CW3.

Frequently asked Questions (FAQs)

Do I need to certify My Board File?

(A) No. It is not required to certify your board file. HOWEVER, a certified board file demonstrates to the board that you are serious about your career. It creates a first impression. A certified or reviewed board file conveys to the board members that the information in the board file is correct and up to date. If an officer is unable to certify his/her file before a board, the officer's file still goes in front of the board and the recorders will announce that some files are not certified and it should not be held against the officer.

Regarding board files, what items or areas do board members often question?

(A) Board members frequently ask why officers have old photos, why the PULHES data on the ORB is out of date and why are officers missing OER's.